

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 5
PURCHASE AND ACCOUNTABILITY OF ILLUSTRATIONS
APRIL 2006**

I. BACKGROUND

As Harpers Ferry Center (HFC) assists in the development of media to help parks tell their story, the purchase of illustrations may occur. The illustrations are primarily two or three dimensional or may be computer-generated. They are used to explain, educate, clarify, and highlight the interpretive story being presented in exhibits, multimedia, outdoor and indoor exhibit production, printed media reproduction (publications, folders, and handbooks), audiovisual media, and historic furnishings. Illustrations, unless contractual negotiations state otherwise, become government property. The individuals responsible for the activities set forth in this guideline are listed in Attachment A.

II. PURPOSE

The purpose of this Administrative Guideline is to establish and outline the policies and procedures for the purchase, accountability, and disposition of illustrations at Harpers Ferry Center.

III. POLICY

All illustrations, whether purchased or donated, regardless of the dollar value, must be accounted for using the procedures outlined in this guideline and its attachment.

Illustrations required by HFC may be purchased through competitive or approved non-competitive purchase orders, or under the terms and conditions of Indefinite Delivery Indefinite Quantity (IDIQ) contracts. By the terms of each IDIQ contract, the Government requires unlimited use rights. In other contracts, use rights may vary. The illustrations are accounted for under the Department of the Interior Federal Property Guidelines and Director's Order #44: Personal Property Management. They are considered to be working graphics rather than fine art.

Harpers Ferry Center currently has five IDIQ contracts for Original Reflective Illustrations and three IDIQ contracts for Computer-Generated Illustrations with optional renewal years. These contracts can be accessed via the website at: <http://www.nps.gov/hfc/acquisition/contracts.htm>.

Work samples for these individual illustrators and firms can be accessed through their individual websites or obtained from either the Contract Specialist or HFC Art Coordinator.

IV. **PROCEDURES FOR ILLUSTRATION PURCHASE, ACCOUNTABILITY AND DISPOSITION**

A. **Purchase**

Once a decision has been made to purchase an illustration, a review of the HFC Commissioned Art Repository database should be accomplished to make sure that the illustrations from this collection are not suitable for use. This database can be accessed at: <http://www.hfc.nps.gov/hfc-insite/cfml/art-default.cfm>. If the decision is made to purchase a new illustration, refer to the guideline entitled "Commissioning Original Reflective and/or Computer-Generated Illustrations" at: http://www.nps.gov/hfc/pdf/com_illus_apr06.pdf. Before making an illustration purchase, coordination must occur between the requestor and HFC Art Coordinator.

Once the illustration has been authorized for purchase, a purchase request (PR) will be initiated and submitted. The scope of work, government estimate, justification and justification for other than full and open competition, if required, must accompany the PR. All PRs over \$2,500 should contain three recommended sources from the IDIQ network or a justification for other than full and open competition. In the event illustrator(s) cannot be chosen from the IDIQ network, an explanation and justification to go outside of the IDIQ network must be presented.

The PR should be named identifying HFC, the Four-Digit Park Acronym, Artwork and then the Product Line. Examples follow:

HFC-CHOH-Artwork/WE
HFC-CHOH-Artwork/AVA
HFC-CHOH-Artwork/PUB
HFC-CHOH-Artwork/EX
HFC-CHOH-Artwork/HF

The PR route must be set up for approval by the requestor's supervisor, HFC Art Coordinator, and then routed to the Office of Programs and Budget and the Office of Acquisition Management.

Once the complete PR package is received, a request for quotation is issued. The quotes are received, reviewed, and negotiated, and then a task order or purchase order is awarded.

Distribution of illustration contracts, task orders, purchase orders, and modifications is as follows:

- A .pdf file to the requestor on the PR;
- A .pdf file to HFC Art Coordinator;
- A .pdf file to the Commissioned Art Repository Manager; and
- A paper copy to the Contracting Officer's Representative (COR) with a copy of his or her delegation memorandum that must be immediately signed and returned to the Contracting Officer.

B. Accountability and Disposition

The Property Accountable Officer is responsible for the delegation of all custodial officers, one of which is the Commissioned Art Repository Manager, who oversees the repository and verifies locations for all illustrations.

The final illustration is received and accepted by the COR identified in the task order or purchase order. Task order payments are handled by the Office of Acquisition Management. Purchase order payments are handled by the Office of Programs and Budget. At the time the receiver is submitted to the appropriate office, the COR or Administrative Technician must simultaneously notify via email the Office of Acquisition Management, HFC Art Coordinator, and the Commissioned Art Repository Manager that the final illustration has been accepted. The Procurement Technician or Purchasing Agent will immediately follow-up and send the Art Documentation form, the Receipt for Property form (DI-105), and the Evaluation Report on Contractor's Performance to the COR. The COR must immediately, but in no event longer than 30 working days, complete all of these forms and return the Art Documentation form and the Receipt for Property form to the Commissioned Art Repository Manager. The Evaluation Report on Contractor's Performance must be sent to the Contract Specialist and HFC Artwork Coordinator.

The Receipt for Property form is used to document the relocation of the illustration from the media division to HFC Artwork Repository. This form identifies the person accepting responsibility for the property listed and the liability that accompanies possession. This form may be used by itself or as a supplement with a memo. Illustrations will not be accepted into HFC Artwork Repository without a Receipt for Property and the Art Documentation forms.

The Commissioned Art Repository Manager will review the paperwork and illustration and then sign the Receipt for Property form to show the illustration is now located in HFC Artwork Repository. After this review, all paperwork and the illustration(s) are officially transferred to the Commissioned Art Repository Manager.

The Commissioned Art Repository Manager is responsible for entering each illustration into HFC Commissioned Art Repository database. The task order or purchase order number is used as the identification number.

The Commissioned Art Repository Manager also chairs HFC Art Advisory Board. The committee meets to determine the status of obsolete illustrations. Elimination of these illustrations is coordinated with HFC Property Accountable Officer. Harpers Ferry Center Art Advisory Board meets on an “as-needed” basis, but at a minimum annually.

C. **Donation and/or Transfers of Property**

The Director, Harpers Ferry Center and the Property Accountable Officer are the only two individuals who are authorized to accept donations of artwork into the HFC Artwork Repository.

In the case of art donations or as part of our technical assistance to parks, no illustrations will be accepted into the system without complete documentation concerning its ownership, copyright, use rights or intellectual property rights, purchase price, and transfer of property.

D. **Subcontracting of Illustrations**

Contractors may elect to *subcontract* a portion or elements of a project. If an illustration is one of these elements, the COR has the responsibility to ensure that the illustration review process includes the project team and the park. The COR must also ensure that ownership and/or use rights are negotiated under the prime contract. The use of a *subcontract* may even require that a modification be negotiated to the prime contract to incorporate FAR 52.227-17 (June 1987) Rights-in-Data--Special Works. Illustrations purchased through a *subcontract* must also be entered into the HFC Artwork Repository within 30 working days after receipt and acceptance using the Art Documentation form and the Receipt for Property form.

ATTACHMENT A

**HARPERS FERRY CENTER
RESPONSIBLE PARTIES
ILLUSTRATION PURCHASE AND ACCOUNTABILITY GUIDELINE**

<u>TITLE</u>	<u>NAME</u>
Property Accountable Officer	Michael Alvarez
Art Coordinator	Roberta Wendel
Commissioned Art Repository Manager	Wade Myers
Contract Specialist	Sheila Spring
Procurement Technician	Shelia Dinges
Art Advisory Board Member	Mary Ann Kave
Art Advisory Board Member	Dave McLean
Art Advisory Board Member	Larry Matson
Art Advisory Board Member	Linda Meyers
Art Advisory Board Member	Mitch Zetlin
Art Advisory Board Member	Ray Baker
Art Advisory Board Member (Alternate)	Dave Guiney
Art Advisory Board Member (Alternate)	Rich Helman
Art Advisory Board Member (Alternate)	Tim Radford